

## **Joint Loss Management Committee**

March 30, 2017

In attendance: Jake Lennon, Amanda Bibeau, Jim Joseph, Lesley Kimball, Karen Richard, Colin Lavery. Absent: Cantre Forest

Lesley opened the meeting at 9:32 am. The minutes of November 17, 2016 were reviewed and approved.

Review of the Safety Checklist that Cantre recently updated was first on the agenda. Lesley thought that it was a little confusing and thought a paragraph to explain how to fill it out might help. Jim said that he thought some areas would be greyed out if the item didn't apply to your department. Next year it would be less confusing because departments would get only the checklist that pertains to them. Jake said that he will check the safety codes against our checklist. We will review the form with Cantre.

Lesley asked us all to review the Safety Program Policy Statement, pages 3 – 8 and come to the next meeting prepared to discuss. Among other things, she asked us to look for statements referencing outdated versions of items, and for items pertaining to outdated equipment or unused equipment.

Next on the agenda was training. Lesley asked about CPR/AED training. Jake said that the Fire Department has some people that can do training. They run approximately 4 hours long. He will talk with Fire Department members for interest and availability. There was discussion as to how we can get as many employees as possible to participate given the fact that only one person in a department can attend training at a time. Amanda suggested different days/times for training. If Jake is unable to get the FD members to do the training, Jim said he will look into getting an outside training instructor. We are hoping to have CPR/AED training available to employees in the fall.

The topic of a Safety Day came up. Lesley recounted the different activities and groups (HealthTrust, Primex) that were offered at past Safety Days. Colin volunteered to take the lead on organizing a Safety Day for late summer/early fall. Jim suggested we make it a "Safety / Wellness Day". The group thought this was a great idea.

Colin said that he was working on developing a logo with Black Sheep Design (the company that worked with the 300<sup>th</sup> Anniversary Committee) to make employees and the public aware that we take safety seriously. Lesley commented that one of the purposes of this group is to let employees know that they can, and should, report a safety violation and to let them know who they can go to to do so and to offer additional means of addressing an issue should other avenues fail.

Lesley commended Jim for his work as Wellness Coordinator. Jim said that he is trying to put something together for April and informed us of information he has added to the website Wellness page.

Lesley asked if there was any other business. Amanda said that she had been approached by another officer with a safety concern at the Police Department building. She requested mats be put down in the hallway as the floor becomes very slippery when wet. Colin said that he could do that, provided Chief Scippa approves purchasing the mats. He said that he would research the mats and get back to her with a cost estimate. Amanda said that she would speak to the Chief. A bigger issue, one that affects everyone all the time, Amanda continued, is the sally port. She said there is no texture to the floor and it becomes very slick. Colin said he could add to what is already there or re-coat it. He will look into the matter and report back on the best and most cost effective remedies.

It was decided that our next meeting would be on Monday, June 12<sup>th</sup>. The meeting was then adjourned.